



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: CEF-567818

FOR:

**DEEP SPACE NETWORK (DSN) OPERATIONS & MAINTENANCE**

**PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:**

Date: April 25, 2003

Local Time: 3:00 p.m. (Pacific Daylight Time)

## COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: Clifford E. Findley  
Title: JPL Contract Negotiator

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California Institute of Technology  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Date of Issuance: March 6, 2003

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<b>2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments</b>	
<p>This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.</p> <p>This Contract will be issued as a subcontract under the new Caltech/NASA Prime Contract NAS7-03001, which will have an effective date of October 1, 2003. It is possible that some of the General Provisions included in this Contract could be revised to reflect any changes in the NASA Prime Contract.</p> <p>World Wide Web: <a href="http://acquisition.jpl.nasa.gov/e2000.htm">http://acquisition.jpl.nasa.gov/e2000.htm</a></p>	
<b>3. Specimen Contract.</b>	

**GENERAL INSTRUCTIONS**

1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Organization and Format

Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as outlined below. Please note that JPL has assigned a page limitation to the individual proposal volumes. Technical, management and cost information **MUST** be submitted within its respective volume. Any information not pertaining to a particular volume will be excluded from evaluation (e.g. management information included in the cost volume will not be evaluated, etc.)

<u>Volume No./Title</u>	<u>Page Limit</u>	<u>Number of Copies</u>
I. Technical/Management	300	Fifteen (15)
II. Cost	None	Twelve (12)
III. Past Performance	None	Ten (10)

In addition, submit fifteen (15) electronic copies of each volume. The electronic copies shall be submitted in searchable PDF format files stored on CD-ROM. In case of any discrepancy between the paper and electronic versions of the proposal, the paper version shall prevail.

Each copy of each volume, including CD-ROMs, shall be numbered on the outside cover; for example, "Volume I, copy 1 of 15."

Your Subcontracting Plan and your proposed Work Breakdown Structure (WBS) and associated WBS Dictionary is required to be submitted with your Technical/Management Proposal but shall be bound separately and excluded from the 300 page limit for your Technical/Management Proposal.

Some of the DRD's included in Exhibit 1 of the Specimen Contract require initial submittals with your proposal. Those submittals will also be excluded from the 300 page limit but will be evaluated as part of your proposal.

2.1.1 For the purpose of the mandatory page limitation, the following rules apply:

- 2.1.1.1 All text must be printed on 8 ½" x 11" paper and should be two-sided (printed front and back).
- 2.1.1.2 Drawings will be considered as part of the page count. Fold out drawings will be counted proportionally as additional pages (e.g. 11' x 17" will be counted as two pages, etc.).
- 2.1.1.3 A minimum of single spacing is required. Page margins shall be no less than ¾" inch at the top, bottom, and sides.
- 2.1.1.4 Type font size shall be no smaller than 11-point character height.
- 2.1.1.5 A page is defined as each face of a piece of paper containing substantive evaluable information. Any pages that exceed the above noted limitations will be removed from the proposal and will

not be evaluated. Each Volume should be bound in a three-ring binder.

- 2.1.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
- 2.1.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

## 2.2 Address and Identification

To help ensure timely receipt and processing of your proposal, please affix the enclosed yellow adhesive label to the envelope/container containing the complete original copy of your proposal. (NOTE: The yellow label is JPL's notification that the package you send is a proposal.) In case the mailing label is lost, address your proposal on a similar yellow label containing JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

## 2.3 Hand Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

## 3.0 GENERAL INFORMATION

### 3.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

### 3.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

- 3.3 "Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. CEF-567818 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

### 3.4 Requests for Clarification/RFP Addenda

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing to the individual referenced by "Attention:" on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to

the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

### 3.5 Early Submittal of Volume III

To facilitate the schedule associated with the selection of the contractor, JPL requests that you submit Volume III – Past Performance by March 28, 2003. In the event that you are unable to provide this Volume III by the above-requested date, Volume III must be submitted no later than the time/date specified on the RFP cover page.

## 4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 4.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 4.3 No acceptable proposals are received in a timely manner.

**NOTE TO PROPOSERS:** If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

## 5.0 ADVISORY QUALIFICATION CRITERION

- 5.1 JPL has determined that a proposer should possess the following minimum qualifications in order to be considered capable of performing this effort:
  - 5.1.1 During the last 5 years, the proposer should have a record of sustained, continuous experience for at least a 2 year period, as a prime contractor or a major subcontractor, responsible for implementing and operating a single, complex, space-to-ground telecommunications services contract involving at least 250 employees.

## 6.0 AWARD TERM EXTENSIONS AND REDUCTIONS

The Specimen Contract contains Award Term provisions, which enable JPL to extend or reduce the period of performance from the basic five-year requirement, up to a maximum possible period of performance of ten years or a minimum period of three years. Because the Award Term may be extended in six-month increments, it will be necessary for the proposer to submit their cost proposal in six-month increments for the entire possible ten-year period of performance. In the event of poor performance, JPL may elect to delete an increment of Award Term and reduce the Contract cost and fee by the negotiated amounts.

## 7.0 SOURCE EVALUATION AND SELECTION PROCESS

### 7.1 Source Evaluation

Proposals will be evaluated in the areas as described in paragraph 9.0 below. Cost will not be scored but is of equal importance with the combined technical and management areas. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select for negotiations the offer with the lowest cost. However, JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if the difference in cost is commensurate with added value. Conversely, JPL may select for negotiations a contractor whose proposal offers a lower qualitative merit if the cost differential between it and other offers so warrants. For purposes of this evaluation, JPL may use the proposed costs or the JPL-determined probable costs, as defined in paragraph 7.1.6 below. JPL will evaluate the proposals utilizing the following process:

- 7.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 9.0 below.
- 7.1.2 An analysis of the supporting cost details is performed and the proposed costs are compared. If the Buy American Act, the Balance of Payments Program or rent free use of Government-furnished property applies, costs will be adjusted as required for the purpose of evaluation.
- 7.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 7.1.4 Competitive Range Determination.
  - 7.1.4.1 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
  - 7.1.4.2 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
    - 7.1.4.2.1 Validate the proposed price; and
    - 7.1.4.2.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
    - 7.1.4.2.3 Clarify relevant past performance information.
  - 7.1.4.3 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

- 7.1.5 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:
- 7.1.5.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
  - 7.1.5.2 Verifying and identifying strengths and weaknesses which could affect work performance;
  - 7.1.5.3 Verifying the validity of the proposed cost; and
  - 7.1.5.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.
- 7.1.6 After discussions, the initial evaluation findings are reviewed and may be revised to incorporate the results of the discussions to arrive at a final evaluation. This final evaluation includes completing a thorough assessment of the cost realism of each cost estimate and comparing the cost estimates. In performing this assessment, JPL may develop a "probable cost" for each proposer. "Probable cost" is defined as JPL's best estimate of the cost of any contract that is most likely to result from the offeror's proposal.
- 7.1.6.1 Upon completion of discussions, JPL will ask each proposer to submit a Final Proposal Revision (FPR), which is an updated written proposal that strictly reflects the results of the discussion. The FPR shall include a completed Contract executed by the proposer, which shall constitute a binding offer from the proposer.

## 7.2 Selection Process

The results of the final evaluation of FPR's are submitted to the JPL Source Selection Official, who selects the Contractor. JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or conduct oral discussions prior to making source selection.

## 8.0 EXCEPTIONS TO GPs AND AGPs

JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions may render your proposal unacceptable.

## 9.0 TECHNICAL/MANAGEMENT PROPOSAL EVALUATION CRITERIA AND FACTORS

### 9.1 Scored Criteria

The following scored criteria will be utilized in the evaluation of proposals. The factors shown under the criteria are not weighted for evaluation purposes, and are not listed in any particular order of performance.

#### 9.1.1 Technical/Management Criteria

##### 9.1.1.1 Criterion M-1, Management Approach (350 points)

The degree to which the proposer's management approach provides for effective organization, implementation and monitoring, and control of this effort. Factors include:

- 9.1.1.1.1 Organization and Structure
- 9.1.1.1.2 Program/Project Manager's Authority and Responsibility
- 9.1.1.1.3 Staffing Plan
- 9.1.1.1.4 Phase-In Plan for Continuity of DSN Operations
- 9.1.1.1.5 Program Control Plan
- 9.1.1.1.6 Safety and Occupational Health, Environmental, Physical Security, and Information Technology (IT) Security Plans
- 9.1.1.1.7 Property Control Plan
- 9.1.1.1.8 Standard of Excellence Metrics
- 9.1.1.2 Criterion T-1, Technical Understanding (350 points)
 

The degree to which the technical understanding of tasks, skills and interfaces will contribute toward accomplishment of the DSN effort. Factors include:

  - 9.1.1.2.1 Technical Aspects of Tasks
  - 9.1.1.2.2 Critical Technical Positions and Skill Levels
  - 9.1.1.2.3 Technical Interface Requirements
  - 9.1.1.2.4 Product Engineering
- 9.1.1.3 Criterion R-1, Resources and Related Experience (150 points)
 

The degree to which the proposed resources and related experience are suitable for accomplishing the work in this contract. Factors include:

  - 9.1.1.3.1 Capabilities and Experience of the Program Manager and Key Personnel
  - 9.1.1.3.2 Availability of Personnel
  - 9.1.1.3.3 Facility Plan
  - 9.1.1.3.4 Related Experience
- 9.1.1.4 Criterion P-1, Process Improvement Program (75 points)
 

The degree to which the proposed productivity improvement program and applicable experience indicates potential for reducing costs and/or improving the quality of DSN operations. Factors include:

  - 9.1.1.4.1 Corporate Program for Process Improvement
  - 9.1.1.4.2 Applicable Corporate Experience
  - 9.1.1.4.3 Process Improvement Methodology



## 9.1.1.5 Criterion S-1, Subcontract Plan (75 points)

The degree to which the proposer's plan for subcontracting demonstrates a proven approach which will support or enhance JPL's overall socio-economic participation in subcontracting. The proposer should consider a total target goal of 25% of the total contract value to be subcontracted to Small Business. The following are subtargets of the total target goal:

- Small Disadvantaged Business (SDB) – 15%
- Women-Owned Small Business (WOSB) – 5%
- Historically Underutilized Business Zone (HUBZone) – 1%
- Veteran-Owned Small Business (VOSB) – 1%

## VOLUME I - TECHNICAL / MANAGEMENT INSTRUCTIONS

### PROPOSAL INSTRUCTIONS FOR VOLUME I-TECHNICAL / MANAGEMENT

This portion of the Proposal Instructions sets forth the requirements to be followed in preparing Volume I Technical / Management, of your proposal. The specific information is required to permit an effective evaluation of your capabilities for the successful support of this effort as defined in the Specimen Contract. This volume shall consist of the following five separate and distinct parts. Reminder: The mandatory 300-page limit applies to this volume. Your Subcontracting Plan and your proposed Work Breakdown Structure (WBS) and associated WBS Dictionary is required to be submitted with your Technical/Management Proposal but shall be bound separately and excluded from the 300 page limit for your Technical/Management Proposal. Some of the DRD's included in Exhibit 1 of the Specimen Contract require initial submittals with your proposal. Those submittals will also be excluded from the 300 page limit but will be evaluated as part of your proposal.

Part 1	Management Approach
Part 2	Technical Understanding
Part 3	Resources and Related Experience
Part 4	Productivity Improvement Program
Part 5	Subcontracting Plan

### Part 1 Management Approach – Criterion 1

- 1.0 This portion of the proposal instructions sets forth the requirements to be followed in preparing the Management Proposal. The following specific information must be included to permit an evaluation of your management capabilities:

#### Criterion M1 - Management Approach

The degree to which the proposer's management approach provides for effective organization, implementation, monitoring and control of the effort.

Describe the management approach you propose for the organization and control of this effort. This discussion should include but is not limited to the following:

#### 1.1.1 Organization and Structure

- 1.1.1.1 Submit your current company organizational chart. Indicate the relationship of the proposed effort to the total company organization. Show lines of authority down to the Program/Project Manager. Include lines of authority, interfaces with JPL, key positions and percentage of time devoted to them, and administrative functions. If an affiliation and/or a subcontract with other business concerns are contemplated (and is otherwise not precluded by this RFP), show the same information for these concerns as well as the line of authority between the prime and affiliate.
- 1.1.1.2 If different from the organization chart above, provide an organization chart specific to this effort. Identify organizational elements and personnel under complete control of the Program/Project Manager, as well as those elements that receive technical direction from the Manager but are under administrative

control of other organizational elements within the company, affiliates or subcontractors. Discuss rationale for the organization approach.

- 1.1.1.3 Using the sample Work Breakdown Structure (WBS) provided as Exhibit 4 to the Specimen Contract as a model, prepare a WBS which demonstrates your approach to completing the DSN effort.

- 1.1.1.3.1 Provide a WBS to the level indicated in the cost instructions. Identify and discuss in detail, the activities in support of each report item. Work items which are of short duration or those which pertain to level-of-effort activities need not be expanded.

#### 1.1.2 Program/Project Manager's Authority and Responsibility

Discuss the Program/Project Manager's responsibility and authority to manage and control the required resources (personnel, financial, and facilities) and subcontractors. Describe the organizational components over which the Program Manager has direct authority and how resources outside his or her direct authority may be obtained. Describe how the Program/Project Manager resolves conflict within the organization as well as with subcontracts (if any). Discuss how problems beyond the Program/Project Manager's authority will be resolved.

#### 1.1.3 Staffing Plan

Describe the proposed staffing plan for each task for this effort. Describe your proposed skill levels required for each task. Discuss your plans to attract, recruit, hire, train, and retain personnel with the skills and education necessary to perform the required effort. Discuss proposed benefits, and pension and retirement plans. Describe how labor management relations will be effectively maintained between your organization and the International Brotherhood of Electrical Workers (IBEW) and any staffing implications. All proposers should be advised that the successful Contractor will be required to re-negotiate Collective Bargaining Agreements with the IBEW for the current BAE, Arcata, and HTSI agreements not later than 30 March 2004. The IBEW point of contact is:  
Mr. Ralph Millette, Business Manager  
IBEW Local Union 543  
16519 Victor Street #304  
Victorville, CA 92392  
(Phone) 760-245-8147  
(Fax) 760-245-7355

#### 1.1.4 Phase-In Plan for Continuity of DSN Operations

Describe your Phase-In Plan to maintain continuity of operations, especially during the 2003/2004 High Activity Period. Discuss plans for recruitment, training, orientation and control to maintain DSN continuity. Describe your plans to assume responsibility for on-going work, operate and maintain facilities and equipment, and provide all necessary service. Describe any anticipated problems, challenges, and your proposed solutions. Address plans to support critical activities at the assumption of responsibilities. Continuity risk should be identified with mitigation plans.

#### 1.1.5 Program Control Plan

Describe your procedures to control and report costs, schedule and performance; reporting same to JPL and your internal management

#### 1.1.6 Safety, Occupational Health, Environmental, Physical Security, and Information Technology (IT) Security Plans

Describe your plans to meet contract requirements for safety, occupational health, environmental, physical security and information technology security.

1.1.7 Property Control Plan

Describe your plans to inventory, control, account for, and report on all property that is provided as Government Furnished Equipment (GFE) and property to be purchased using Government funds.

1.1.8 Standard of Excellence Metrics

Provide Standard of Excellence Metrics for measuring your performance to determine both award fee and award term on this contract. Exhibit 3 contains a set of performance categories and a sample set of metrics. These sample metrics should be modified as necessary to properly measure your performance.

**Part 2 Technical Understanding - Criterion 2**

- 2.0 This portion of the proposal instruction sets forth the requirements to be followed in preparing the Technical Understanding portion of the Proposal. The following specific information must be included to permit the evaluation of your technical understanding:

Criterion T-1 Technical Understanding

The degree to which the technical understanding of tasks, skills and interfaces will contribute toward accomplishment of the DSN effort.

2.1.1 Technical Aspects of Tasks

Describe your plan for accomplishing all technical activities identified in Exhibit 1, TDD. Identify critical tasks and their relationships to various DSN functions and to overall DSN performance. Describe potential problems in the performance of tasks and identify any proposed solutions.

2.1.2 Critical Technical Positions and Skill Levels

For each task identify the skill level you propose and identify any critical positions necessary for operation, maintenance and performance analysis of the DSN and the supporting rationale. Describe your training and certification program.

2.1.3 Technical Interface Requirements

Describe the technical interfaces needed with both JPL organizations and with organizations external to JPL, the rationale, and how they will be implemented and maintained.

2.1.4 Product Engineering

Describe your plan for product engineering required for this effort.

**Part 3 Resources and Related Experience – Criterion 3**

- 3.0 This portion of the proposal instructions sets forth requirements to be followed in preparing the Resources and Related Experience portion of the Proposal. The following specific information must be included to permit an evaluation of your resources and related experience:

Criterion R-1, Resources and Related Experience

The degree to which the proposed resources and related experience are suitable for accomplishing the work in this contract.

## 3.1.1 Capabilities and Experience of the Program Manager and Key Personnel

Identify the individual proposed to be the Program Manager for this effort and indicate their current employment status and their availability at the time of the contract award. Describe their total percentage of time planned in support of this effort. Describe his or her capabilities, qualifications and applicable experience, including current and previous efforts managed by this individual. Identify individuals proposed to be the Key Personnel for this effort and indicate their current employment status and their availability at the time of the contract award. Describe their capabilities, qualifications and applicable experience, current and previous efforts managed by these individuals. Describe their total percentage of time planned in support of this effort.

As a minimum, key personnel for this effort are the Program/Project Manager, the manager responsible for the Goldstone DSCC, the manager responsible for Network Operations and Services, the manager responsible for Mission Specific Planning and Preparation, and the manager responsible for Network Engineering.

## 3.1.2 Availability of Personnel

Describe the availability of proposed personnel and their associated skill levels.

## 3.1.3 Facility Plan

Describe your proposed facility to be used within a 12 mile radius of the JPL Oak Grove Drive facility, except for Goldstone related facilities. Describe your proposed contractor facilities related to Goldstone. Identify their addresses, proposed safety, security (both physical and information technology-related), and lease arrangements. Describe potential logistics and schedule problems and challenges that may need to be addressed and their solutions.

## 3.1.4 Related Experience

Describe your organization's relevant related experience during the last five (5) years as it pertains to your ability to meet the requirements of the Specimen Contract. Describe the magnitude and complexity of the experience cited. Describe problems encountered and their solutions in similar real-time interactive data system activities, large antenna or mechanical structures, facilities, communications, and operations support.

**Part 4 Process Improvement Program – Criterion 4**

- 4.0 This portion of the proposal instructions sets forth requirements to be followed in preparing the Process Improvement Program portion of the Proposal. The following specific information must be included to permit an evaluation of your process improvement program:

Criterion P-1, Process Improvement Program

The degree to which the proposed process improvement program and applicable experience indicates potential for reducing costs and/or improving the quality of DSN operations.

## 4.1.1 Corporate Program for Process Improvement

Describe your organization's process improvement program, its philosophy, motivational features, and methods for implementing and evaluating the program.

#### 4.1.2 Applicable Corporate Experience

Describe examples of past process improvements, including overall accomplishments, initial goals and measurable results and their similarity to, and differences from, the work being performed under this effort. Based upon lessons learned from past experience, describe any process improvements proposed for this effort, including any potential cost savings, and the rationale.

#### 4.1.3 Process Improvement Methodology

Describe the proposed methodology to be used to identify, develop, and implement process improvements. Also describe the measures and metrics that would be used to measure and verify the improvement.

### Part 5 Subcontracting Plan – Criterion 5

- 5.0 This portion of the proposal instructions sets forth requirements to be followed in preparing the Subcontracting Plan portion of the Proposal. The following specific information must be included to permit an evaluation of your subcontracting plan:

#### Criterion S-1, Subcontracting Plan

The degree to which the proposer's plan for subcontracting demonstrates a proven approach which will support or enhance JPL's overall socio-economic participation in subcontracting. The proposer should consider a total target goal of 25% of the total contract value to be subcontracted to Small Business. The following are subtargets of the total target goal:

- Small Disadvantaged Business (SDB) – 15%
- Women-Owned Small Business (WOSB) – 5%
- Historically Underutilized Business Zone (HUBZone) – 1%
- Veteran-Owned Small Business (VOSB) – 1%

## VOLUME II - COST INSTRUCTIONS

### INTRODUCTION

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

### 1.0 DATA SUBMITTAL

- 1.1 For proposals greater than \$550,000, a Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative, stating:
  - 1.1.1 The solicitation number, proposed cost, profit or fee, and total;
  - 1.1.2 Whether your organization is subject to cost accounting standards (CAS);
  - 1.1.3 Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
  - 1.1.4 Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
  - 1.1.5 Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
  - 1.1.6 Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, "Cost Principles," and, if not, an explanation.
- 1.2 If your proposal exceeds \$550,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon contract negotiation, unless an exception applies. If any exception per Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.
- 1.3 For each individual item included in the proposal for which the price exceeds \$550,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is required. If an item is subject to an exception but is priced at less than or equal to \$550,000, state the basis of the price and provide appropriate reference documentation; a written request for an exception is not required. The cost elements supporting data addressed in paragraph 3 below is not required on any item for which an exception applies.
- 1.4 A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

### 2.0 PROPOSAL PRICING

Submit a cost estimate by element of cost and time-phased by month for each award term period specified in Article 4 Award Term Extensions, of the Specimen Contract. There shall be a separate estimated cost, fixed fee and Award Fee proposed for each six (6) month award term

period. The cost estimate shall be expanded by WBS item and be identical to the WBS expansion used for the base period of performance.

- 2.1 Submit the cost information requested under Attachment A-15, or your equivalent, summarized by cost element and time phased by month. Labor should be proposed by work hour not work month. This information should be submitted using Attachment A-15, "Cost Elements Breakdown," or your computer generated equivalent. If possible, include a copy of the data on a CD computer diskette in an Excel or Excel-compatible format (e.g., Lotus 1-2-3, Quattro Pro, Microsoft Works, Dbase, etc.). If the proposal includes separate phases or options, a time-phased summary must be submitted for each.
- 2.2 JPL recommends that the WBS levels specified below be consistent with the Attachment B-2, "Summary Work Breakdown Structure."
- 2.3 Submit the following cost information as described in Attachment A-15, or your equivalent.
  - 2.3.1 Total Effort - WBS level 1.
  - 2.3.2 Report Items - WBS level 2 (items subject to monthly financial reporting).
  - 2.3.3 Tasks - WBS level 3 (items one WBS level below report items).
  - 2.3.4 Work Items - WBS level 4 (lowest level of the expanded WBS).  
If selected for negotiations, you may be required to submit a cost estimate for all or selected work item(s) at the lowest level of the expanded WBS. Only a direct labor-hour estimate and a total dollar estimate for all elements of direct costs are necessary.

### 3.0 COST ELEMENTS SUPPORTING DATA

- 3.1 Direct Labor.
  - 3.1.1 Explain the basis of the labor-hour estimates by classification. Show all calculations in detail, including the development of any factored hours and the base to which the factor is applied.
  - 3.1.2 Discuss the development of the labor rates, including all escalation factors. Include a summary rate table by classification and lowest fiscal distribution (i.e., by quarter if rates change quarterly). If available, submit evidence of Government approval of direct labor rates for each labor classification.
- 3.2 Material
 

Submit a breakdown of raw materials and purchased parts, including: basis of estimates, part number, description, quantity, unit price, extended price, and source of supply. Describe any pricing factors proposed, such as scrap, rework, and usage.
- 3.3 Subcontracts
 

Identify each effort to be subcontracted. List the selected subcontractor's name, location, amount proposed and type of contract. Explain any adjustment made to the subcontractor's proposed costs. Describe the cost or price estimates for each subcontract.
- 3.4 Other Direct Costs.
  - 3.4.1 Travel and Relocation.



3.4.1.1 Indicate the destination, duration and purpose of each trip proposed. Detail the development of each cost element included in the per trip cost.

3.4.1.2 Submit current company policy regarding the reimbursement of travel relocation costs and the accounting of such costs as a direct or indirect expense.

3.4.2 Consultants

Indicate the specific task requiring consultant services. Identify the proposed consultants; state the proposed hourly/daily rate, the estimated number of hours/days, and any associated costs (such as travel). State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.

3.4.3 Licensing and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

3.4.4 Other

Explain and support any additional other direct costs included in the proposal.

3.5 Indirect Costs

3.5.1 Discuss the development of each proposed indirect expense rate (e.g., labor overhead, material overhead, off-site burden, general and administrative [G&A]). Specifically identify the cost elements included in the base to which each rate is applied. List the indirect expense rates experienced for the past two years. Explain any significant variance between the experienced and proposed rates. Submit evidence of Government approval of each indirect rate, if available.

3.5.2 Identify separately any independent research and development expenses included in the G&A rate.

4.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

6.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

6.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort, such as an established line of credit or other financial resource.

6.2 Royalties

If your proposal contains costs for royalties, indicate the amount and be ready to furnish details.

6.3 Accounting Calendar

The proposer will furnish its accounting calendar for each year in which work is anticipated.

6.4 Attachments

The Section of this RFP entitled “Attachments” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Contract. Group A and B Attachments may be viewed at:  
<http://acquisition.jpl.nasa.gov/groupb.htm>

## VOLUME III – PAST PERFORMANCE

### INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing Volume III – Past Performance. The following information must be included in Volume III to permit an evaluation of your past performance. The information provided in Volume III along with references will be used to assess your past performance in the areas of technical performance, schedule and cost for contracts similar to the proposed effort.

### Volume III – PAST PERFORMANCE

As required by Attachment A-14, please provide synopses of all similar contracts by your organization performed within the past five (5) years as either a prime or a sub-contractor. **Please ensure that the information provided is accurate and current.** These synopses are to include the following customer contract information:

1. Contract number
2. Customer name and current address
3. Current telephone and FAX numbers, and mail stop of customer's cognizant contract administrator and technical person
4. Contract type and description of incentive or award fee process, if any
5. Period of performance
6. Description of the effort
7. Average number of personnel assigned to contract
8. Initial and final cost or price of each contract
9. Problems encountered and their resolution

PAGE LIMITATION: TWO (2) PAGES PER CONTRACT DISCUSSED

### ADVISORY QUALIFICATION CRITERION

Provide the following documentation as evidence that your organization meets the Advisory Qualification Criterion as described under paragraph 5.0, of the Proposal General Instructions:

1. The contract number(s), name of the contract, name(s) of the organization(s) contracted with, the number of your bona fide employees and subcontractor personnel, short synopsis of the scope of work, the period of performance, and the name, current address, current phone number, and current FAX number of the government contracting officer or customer's buyer or negotiator who may be able to verify the above information.

Note: As noted in RFP General Instructions Section 3.5, JPL requests that you submit Volume III – Past Performance by March 28, 2003. In the event that you are unable to provide this Volume III by the above-requested date, Volume III must be submitted no later than the time/date specified on the RFP cover page.



## ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

**NOTE TO PROPOSERS:** *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.*

**GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:**

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input checked="" type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input checked="" type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input checked="" type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

**GROUP B - For information only:**

Attachment Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input checked="" type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input checked="" type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input checked="" type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input checked="" type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input checked="" type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input checked="" type="checkbox"/> B-14	Billing Instructions – Cost Type Contract (form JPL 2716)
<input type="checkbox"/> B-15	Billing Instructions – CREI Contract (form JPL 2717)
<input type="checkbox"/> B-16	Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input checked="" type="checkbox"/> B-17	JPL Contractor Safety and Health Notification (form JPL 2885)